



C O M P R E F O R M

A C T I O N B U L L E T I N

Bulletin No. 2

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director
Department of Human Resource Management

DATE: August 11, 2000

SUBJECT: Human Resource Management Manual

The Human Resource Management Manual has been designed to provide agencies the basic tools and resources needed to administer their agency's human resource program under Compensation Reform. Attached are the Table of Contents and those chapters that are required for the September 25, 2000 implementation. Additional chapters will be forthcoming in the near future.

Cc: Cabinet Secretaries
Agency Heads

Atts: Title Page
Table of Contents
Chapter 1 – Compensation Reform Overview
Chapter 2 – Authority and Responsibilities
Chapter 4 – Compensation Philosophy
Chapter 5 – Job Organization and Salary Structure
Chapter 6 – Job Evaluation
Chapter 8 – Pay Practices
Chapter 10 – Salary Surveys
Appendix F – Guidelines for Developing Competency-based Systems
Appendix G – Guidelines for Developing Skill-based Systems
Appendix H – Development of Career Group Descriptions